

# November 2024 General Meeting Minutes

Tuesday | November 26th

Location: Discord	Meeting Chair: Gahee Kim, Mantaj Dhillon
Meeting Minutes: Sophia Don Tranho	

## ATTENDEES

✨ CORE EXECUTIVES		✨ UNION MEMBERS	
Gahee Kim	President	Amelia Shen	
Mantaj Dhillon	President	Aniyah Bohnen	
Sophia Don Tranho	Secretary	Isabelle Kwan	
Bavneet Kaur Hothi	Communications Coordinator	Denise Siu	
Felicia Jiang	Events Coordinator	Amandeep Manan	
Mara Liwayway David	Events Coordinator	Sydney Komanac	
Vidhi Aggarwal	Executive at Large		
sumo	Faculty Liaison		

Meeting COMMENCED: 07:03 PM

## AGENDA & TOPICS DISCUSSED

### ✨ ONGOING INITIATIVES

#### EXECUTIVE

- ★ Mantaj & Gahee
  1. November WiCS Step Challenge
    - a. Motion
    - b. Mini events got a lot of engagement
  2. Hoodies
    - a. Current status: 27 hoodies left, sold 13

- b. Reimbursement
  - If bought hoodies last year for \$60, reimbursing for difference
  - Given out \$300
- c. Pick-up in common room from Mantaj
  - Thursday, 3-8PM
- 3. Sponsor survey
  - a. <https://forms.gle/E4uGD2A19CeKjom7A>
  - b. 35 responses

★ Felicia & Mara

- 1. Mrs Claus's Cozy Corner Recap
  - a. Successful and fun!
  - b. Over 25 attendees
  - c. 29 sign ups
  - d. Set up took a bit longer than expected
    - Cookie and hot chocolate prep went into event time
    - Originally wanted people to grab their own zip lock bag but ended up putting all the icing in each bag
  - e. Clean up took an hour
    - Had people volunteer
  - f. Almost done with finances
  - g. TODO: post finance sheets
  - h. Uploaded photos to drive
  - i. People said hot chocolate was good
    - Not too sweet and watery
  - j. Leftover marshmallows in common room
  - k. Next time send craft to Anne for marketing to show it's not gonna be lame
- 2. Planning exec social for next semester
- 3. Do inventory check in December or next semester

★ Avni & Lauren

- 1. NETGEAR
  - a. NETGEAR notebooks going to be sent to ASB
- 2. Borealis AI
  - a. November 27th from 4-6pm
  - b. Around 50 sign ups
  - c. Spots still available
    - Please message exec if no show

## GENERAL

- 1. Increasing turnout at events
  - a. Remember to post event on story on the day of
    - i. Ping Angela or events coordinator can do it themselves
  - b. Raffle prizes for attendees
  - c. Many events are on second half of semester, could spread it out



SFU Women in Computing Science

- d. Accommodate event dates for other people's schedules
  - e. Advertise events in person in CSIL
  - f. Implement blacklist for no shows
  - g. Create poll to ask people on why they cannot attend events
2. Networking Night
- a. Confirmed room booking for Thursday, January 30th
  - b. Finished sponsorship packages
    - i. Sent out to 1, waiting for the other
  - c. Deciding on merch ideas
    - i. Considered stickers
    - ii. Need to consider Canada Post strike
    - iii. Recommend going to local businesses, like JukeBox
  - d. Budgeting for food and creating menu
3. End of Semester Care Packages
- a. Bought most of the items
  - b. Might get a few more things
  - c. Will assemble bags on Thursday
4. Lunch & Learn
- a. Surrey - Jennifer was ghosted by Sheelagh after she asked to reschedule. So I told jen to do one for spring
5. Google Workspace *Premium*
- a. Had all files on one google drive for about 5 years
  - b. Problem is people would have to use their own google storage for WiCS related files
  - c. If people start clearing out their storage, the files might be lost
  - d. Mabel said CSSS pays for cloud storage and have positive reviews on it
  - e. Pay \$8/month for 30GB or \$15/month for 2TB
  - f. Asked FAS for internet related purchases
6. Common Room
- a. Updated layout
    - i. Lots of people said they really liked it
    - ii. Couch setup freed up space
  - b. Switch
  - c. Prefer stand over coffee table
    - i. At least \$200
  - d. Get TV desk to place Switch and remote
    - i. Have 4 remotes, so 4 people can play at a time
    - ii. Have physical games, so need to switch out game cartridges
    - iii. Overcooked 2 and pico park 2 are on the switch digitally
    - iv. Switch lock is still shipping
  - e. Looking for pull out couch
    - i. Concerned about people taking naps during peak hours
    - ii. Might enforce new common room rules
    - iii. Old sofas are crusty

- 1. What if get cleaner or ask cleaners
- 7. Cosmos merch
  - a. New apparel ideas
    - i. Hoodie, sweatshirt, quarter zip
    - ii. Should get started, executive term ends in 5 months
      - 1. Takes about 3 weeks to be made
- 8. Final meeting date
  - a. December 17th
  - b. Semester recap
  - c. Post mortem
  - d. First meeting next year around second week of January
- 9. Open floor
  - a. Oliver Schultz opening discussion meetings with CDSA AND CSSS
    - i. If any concerns, reach out
    - ii. Between December 2-17
  - b. WiCS stamps
    - i. Stamp bags for end of semester care packages
    - ii. Stamp card for event attendance
    - iii. Around \$60-80 for 2 stamps
    - iv. 1.25 inch circle stamp
    - v. 1.63" circular stamp for Cosmos
    - vi. 2.24" x 0.83" rectangular stamp for WiCS
      - 1. On vistaprint

🌟UPCOMING EVENTS

Nov 27th	Borealis AI Office Tour
Jan 13th	Orbis Event w/UBC
Jan 30th	Networking Night
Early March	IWD Collab
March 25th	CSE Collab

🌟MOTIONS

1. MOTION \$30 for November Step Challenge
  - a. Motioned by Gahee Kim
  - b. Seconded by Isabelle Kwan
  - c. Motion: Passed
2. MOTION \$80 for WiCS and Cosmos custom stamps
  - a. Motioned by Denise Siu
  - b. Seconded by Felicia Jiang
  - c. Motion: Passed

Meeting ADJOURNED: 08:10 PM

## 🌟 ACTION ITEMS

Presidents: Gahee & Mantaj	<ul style="list-style-type: none"> <li>★ Merch               <ul style="list-style-type: none"> <li>○ Hoodies</li> </ul> </li> <li>★ Website</li> <li>★ Sponsorship package</li> <li>★ Networking Night</li> <li>★ TV and Switch logistics</li> </ul>
Secretary: Sophia	<ul style="list-style-type: none"> <li>★ Upload minutes</li> </ul>
Treasurer: Mabel	<ul style="list-style-type: none"> <li>★ Reimbursements</li> </ul>
Communications Coordinator: Bavneet	<ul style="list-style-type: none"> <li>★ Send out newsletter</li> <li>★ Send solo email for Christmas event to <a href="mailto:wics-members@sfu.ca">wics-members@sfu.ca</a> and <a href="mailto:cs-grads-women@sfu.ca">cs-grads-women@sfu.ca</a></li> <li>★ WiCS Pan Can initiative</li> <li>★ CSDC Meeting</li> <li>★ Networking night</li> </ul>
Events Coordinators: Felicia & Mara	<ul style="list-style-type: none"> <li>★ Mrs. Clause Cozy Corner planning</li> <li>★ International Women's day</li> </ul>
Technical Coordinator: Avni & Lauren	<ul style="list-style-type: none"> <li>★ Find workshop host/change event</li> <li>★ Borealis AI</li> <li>★ Netgear</li> <li>★ Orbis event</li> </ul>
Marketing Coordinator: Angela	<ul style="list-style-type: none"> <li>★ Burnaby Lunch and Learn</li> </ul>
Visual Design Coordinator: Anne	<ul style="list-style-type: none"> <li>★ Borealis AI</li> <li>★ Surrey Lunch &amp; Learn</li> </ul>

Graduate Coordinator: vacant	★
Mentorship Program Coordinator: Emily	★ Mentorship
Executive at Large: Vidhi	<ul style="list-style-type: none"> <li>★ Common room upkeep             <ul style="list-style-type: none"> <li>○ check snacks supply</li> </ul> </li> <li>★ Bulletin Board             <ul style="list-style-type: none"> <li>○ Step challenge recap</li> <li>○ Cosmos front page?</li> <li>○ Spooks and Sweets recap</li> </ul> </li> </ul>